

APR 21 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Establishment of Roster of Clerical Personnel
interested in Overseas Assignment

1. The Office of Personnel is currently in the process of establishing a roster of qualified clerical personnel, particularly typists, stenographers and secretaries, who are interested in being considered for overseas assignment, but who are now occupying positions in offices not likely to have overseas assignment prospects. In carrying out this program, Placement Officers will furnish the Administrative Officers of the offices concerned copies of a simple form which can be completed by interested individuals and returned to the Office of Personnel. These forms will be reviewed and a roster established. As overseas vacancies occur, the roster will enable us to afford consideration to individuals currently on duty on the basis of qualifications, area interest and length of prior service with the Agency.

2. I wish to emphasize that selection of an individual from the roster will be contingent upon his or her availability as determined by the office of assignment, and that where replacements are required, qualified individuals will be made available when the person selected for overseas duty is reassigned.

3. This program is obviously of considerable importance to the Agency as a whole. Your cooperation and support are solicited.



Harrison G. Reynolds
Assistant Director for Personnel

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